

1 January 1992

## LIQUID FUELS

1. Objective. As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. Authority. AFR 144-1 and ANGR 144-1 series of Air Force (AF) and Air National Guard (ANG) directives contain command policy and procedural guidance for the Liquid Fuels work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.

3. Applicability. This standard applies to the 162 TFG, Arizona Air National Guard, Tucson IAP, Tucson, Arizona, Liquid Fuels work center. This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type III.

b. Approval Date. 17 September 1991

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate technique).

d. Standard Man-Hour Equation:

$$Y = 384.00 + .2507X1 + .8866X2 + .05402X3 + 1.267X4 + .06782X5.$$

e. Workload Factors:

(1) Titles:

(a) X1: A Gallon of Aviation Fuel Received.

(b) X2: A Gallon of Aviation Fuel Issued.

(c) X3: A Gallon of Cryogenics Product Received.

(d) X4: A Quality Control Sample Drawn.

(e) X5: An Accounting Transaction Processed.

(2) Definitions:

(a) X1: The average monthly number of gallons of aviation fuel, in thousands, received by the Fuels work center.

(b) X2: The average monthly number of gallons of aviation fuel, in thousands, issued to a host or transient aircraft by the Fuels work center.

(c) X3: The average monthly number of gallons of liquid oxygen received by the Fuels work center.

(d) X4: The average monthly number of quality control samples drawn, minus the liquid oxygen test, by the Fuels work center.

(e) X5: The average monthly number of accounting transactions processed by the Fuels work center.

(3) Sources:

(a) X1: Obtain the workload factor (WLF) data from the NGB level functional OPR for Fuels. The functional OPR obtains the WLF values from the Monthly Management Data (M-34) Report submitted to them from all the base level Fuels work centers. To obtain the WLF data refer to the "Aviation Receipts" page of the M-34 Report. Under the "Mode" column for "Commercial Truck and Government Truck," add the "Receipts-Monthly Gallons" column to obtain the total aviation gallons received and divide the total gallons by 1,000 to derive the monthly WLF value. Use the average of 12 consecutive months of WLF data.

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X2: Obtain the WLF data from the NGB level functional OPR for Fuels. The functional OPR obtains the WLF values from the Monthly Management Data (M-34) Report submitted to them from all the base Fuels work centers. To obtain the WLF data refer to the "Aviation Refuel" page of the M-34 Report. Under the "Refuel Method" column, add the gallons issued by the Refueling Unit and Hot Refuel Pantograph to obtain the total aviation gallons issued, and divide by 1,000 to derive the monthly WLF value. Use the average of 12 consecutive months of WLF data.

(c) X3: Obtain the WLF data from the NGB level functional OPR for Fuels. The WLF data is obtained from AF Form 1237, Cryogenics Receipt, on file at the base level Fuels work center. The number of gallons of Liquid Oxygen received as shown in column "B" on a calendar month basis are totaled to derive the monthly WLF value. Use the average of 12 consecutive months of WLF data.

(d) X4: Obtain the WLF data from the NGB level functional OPR for Fuels. The WLF data is obtained from AFTO Form 150, Base Fuels Sampling and Testing Record, or computer product on file at the base level Fuels work center. The number of samples drawn each month are obtained by subtracting the first sample of a calendar month from the last sample of the calendar month. Subtract from this total the number of liquid oxygen odor tests performed to derive the monthly WLF value. Use the average of 12 consecutive months of WLF data.

(e) X5: Obtain the WLF data from the NGB level functional OPR for Fuels. The functional OPR obtains the WLF values from the Monthly Management Data (M-34) Report submitted to them from all the base level Fuels work centers. The average monthly number of accounting transactions processed is derived by following the steps below:

1 Aviation Fuels. From the M-34 Report, obtain the total number of monthly transactions for all aviation fuels listed under the column heading "Method for Refuel/Defuel."

2 Ground Fuels. From the M-34 Report, obtain the total number of monthly issue transactions for all ground fuels issued.

3 Sum the totals obtained for Aviation Fuels and Ground Fuels transactions processed to determine the total monthly number of accounting transactions processed. Use the average of 12 consecutive months of WLF data.

##### 5. Application Instructions:

a. The valid man-hour range for this ANGMS is 1656.50 through 2760.84.

b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. The five categories, Bulk Storage, Fuels Distribution, Cryogenics, Quality Control and Inspection, and Accounting are combined to make efficient use of all functional manpower. The applicable instructions are as follows:

(1) Determine the values for the five workload factor (WLF) values identified in paragraph 4.

(2) Substitute the appropriate WLF value into the man-hour equation for X1, X2, X3, X4, and X5. Solve the equation to obtain the total man-hours (Y).

(3) Divide the total man-hours (Y) by the current man-hour availability factor (MAF) to determine total requirements. NOTE: To determine whole manpower requirements, apply ANG standard application procedures using the Fractional Manpower Range Table.

(4) Find the column in which the number of total requirements falls; then read up to determine manpower by AFSC.

6. Statement of Conditions. This work center's normal hours of operation are eight hours per day, five days per week. There are no other standard of living constraints which affect the daily operation of this work center.

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2 Attachments  
1. Work Center Description  
2. Standard Manpower Table

## WORK CENTER DESCRIPTION

## Liquid Fuels

## DIRECT:

## 1. BULK STORAGE OPERATION:

## 1.1. INSPECTS SYSTEM AND PERFORMS PREVENTIVE MAINTENANCE:

1.1.1. PERFORMS DAILY INSPECTION AND PREVENTIVE MAINTENANCE.

1.1.2. PERFORMS WEEKLY INSPECTION AND PREVENTIVE MAINTENANCE.

1.1.3. PERFORMS MONTHLY INSPECTION AND PREVENTIVE MAINTENANCE.

## 1.2. PERFORMS PRODUCT INVENTORY:

1.2.1. TRAVELS FOR PRODUCT INVENTORY. Travels for the purpose of gauging bulk storage tank.

1.2.2. INVENTORIES BULK STORAGE TANK. Gauges and records fuel measurement and temperature on AF Form 1235, Physical Inventory.

## 1.3. RECEIVES TANK TRUCK SHIPMENT OF BULK PETROLEUM PRODUCT:

## 1.3.1. PREPARES FOR RECEIPT:

1.3.1.1. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens storage tank receipt valve, and closes tank receipt valve upon completion of receipt.

1.3.1.2. INSPECTS TANK TRUCK. Checks shipping document, inspects seal, verifies fuel level and capacity marker, and performs fuel quality check.

1.3.2. RECEIVES PRODUCT. Opens fuel header receipt valve, monitors fuel system, and stops receipt when all tank truck compartments are empty and/or when fuel header receipt valve is closed.

1.3.3. COMPLETES RECEIPT DOCUMENT. Completes and signs DD Form 250, Material Inspection and Receiving Report, and other delivery receipt document.

## 1.4. RECEIVES PETROLEUM PRODUCT RETURNED TO BULK FROM MOBILE UNIT:

1.4.1. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve.

1.4.2. RECEIVES PRODUCT. Examines fuel flow and monitors fuel system during receipt.

1.4.3. COMPLETES RECEIPT DOCUMENT.

1.4.4. TRAVELS TO AND FROM BULK STORAGE FOR MOBILE UNIT RETURNED PRODUCT.

## 1.5. RECEIVES PETROLEUM PRODUCT RETURNED TO BULK STORAGE FROM FUEL RECOVERY BOWSER:

1.5.1. POSITIONS RECEIPT VALVES BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve before and after receipt.

1.5.2. RECEIVES PRODUCT. Examines fuel and monitors fuel system during receipt.

1.5.3. COMPLETES RECEIPT DOCUMENT.

#### 1.6. ISSUES BY FILLSTAND:

1.6.1. PREPARES TO ISSUE. Aids mobile unit operator in positioning refueling unit, verifies type of fuel to be issued, attaches refueling unit grounding cable, positions wheel chock, assists vehicle operator in connecting single point nozzle to refueling unit, zeros pump meter, opens fillstand issue valve, and tests fuel level cutoff switch.

1.6.2. ISSUES PRODUCT. Starts fillstand pump and monitors fuel system.

1.6.3. CLOSSES OUT ISSUE. Closes fillstand receiver valve, stops pump, assists driver in removing hose, removes grounding cable, performs walk around, and completes paperwork.

1.6.4. TRAVELS TO FILLSTAND. Travels to fillstand and returns for product issue.

#### 2. FUELS DISTRIBUTION:

##### 2.1. PERFORMS VEHICLE AND EQUIPMENT MAINTENANCE:

##### 2.1.1. TRANSPORTS VEHICLE AND EQUIPMENT:

2.1.1.1. TRANSPORTS VEHICLE AND EQUIPMENT TO MAINTENANCE.

2.1.1.2. TRANSPORTS VEHICLE AND EQUIPMENT FROM MAINTENANCE.

2.1.2. REVIEWS AND COORDINATES SCHEDULED MAINTENANCE. Reviews vehicle and equipment periodic maintenance schedule, and coordinates with Fuels Control Center (FCC), Quality Control and Inspection (QC&I), and Transportation Refueling Maintenance Shop.

2.1.3. PERFORMS VEHICLE/EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION. Obtains inspection form, travels to inspection area, performs vehicle/specialized equipment checkpoint inspection, records and corrects minor discrepancy, and advises FCC, QC&I, and Maintenance Shop of maintenance discrepancy.

2.1.3.1. PREPARES FOR VEHICLE/EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION. Obtains inspection form and travels to the inspection point.

2.1.3.2. PERFORMS SPECIAL PURPOSE VEHICLE PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION.

2.1.3.3. PERFORMS GENERAL PURPOSE VEHICLE PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION.

2.1.3.4. PREPARES VEHICLE/EQUIPMENT FOR TRANSPORTATION TO MAINTENANCE.

2.1.4. WASHES VEHICLE. Washes vehicle, cleans cab interior, and cleans component compartment.

##### 2.1.5. PERFORMS CORROSION CONTROL:

2.1.6. MAINTAINS VEHICLE OPERATOR OR MAINTENANCE GUIDE. Completes vehicle inspection form and files completed form.

2.2. PERFORMS MOBILE TRAVEL:

2.2.1. TRAVELS FROM FCC TO SERVICING LOCATION TO PERFORM REFUEL.

2.2.2. TRAVELS AFTER REFUEL:

2.2.2.1. TRAVELS TO NEXT SERVICING LOCATION TO PERFORM REFUEL.

2.2.2.2. TRAVELS TO BULK STORAGE FOR REFILL.

2.2.3. TRAVELS AFTER REFILL:

2.2.3.1. TRAVELS TO NEXT SERVICING LOCATION. Upon completion of refill, travels to next servicing location as directed by the FCC.

2.2.3.2. TRAVELS TO FCC. Upon completion of refill, travels to FCC.

2.2.3.2. TRAVELS FROM BULK STORAGE.

2.2.4. TRAVELS FROM FCC TO SERVICING LOCATION TO PERFORM DEFUEL. Travels to servicing location.

2.2.5. TRAVELS TO BULK STORAGE TO RETURN PRODUCT TO BULK.

2.2.6. TRAVELS TO FCC AFTER RETURNING PRODUCT TO BULK.

2.3. ISSUES FUEL OR OTHER PRODUCT BY MOBILE REFUELER:

2.3.1. PRECHECKS FUELER.

2.3.2. POSITIONS SERVICING UNIT. Annotates time arrived at servicing location, proceed at Crew Chief's signal, and positions servicing unit.

2.3.3. PREPARES FUELER FOR SERVICING.

2.3.4. PERFORMS FUELING OPERATION:

2.3.4.1. PERFORMS FUELING OPERATION, 1 - 700 GALLONS.

2.3.4.2. PERFORMS FUELING OPERATION, 701 - 1500 GALLONS.

2.3.4.3. PERFORMS FUELING OPERATION, 1501 - 2200 GALLONS.

2.3.4.4. PERFORMS FUELING OPERATION, MORE THAN 2200 GALLONS.

2.3.5. COMPLETES SERVICING OPERATION. Completes fuel accounting document and prepares fueller for departure.

2.3.6. REFILLS TRUCK:

2.3.6.1. AWAITS SERVICING.

2.3.6.2. REFILLS TRUCK FROM BULK STORAGE. Refills truck, completes accounting document, monitors fueling equipment, and contacts the FCC.

2.4. DEFUELS FUEL:

2.4.1. PRECHECKS FUELER.

2.4.2. POSITIONS SERVICING UNIT. Annotates time arrived at servicing location, proceed at Crew Chief's signal, and positions servicing unit.

2.4.3. PREPARES FUELER FOR DEFUEL SERVICING.

2.4.4. PERFORMS DEFUELING OPERATION:

2.4.4.1. PERFORMS DEFUELING OPERATION, 1 - 700 GALLONS.

2.4.4.2. PERFORMS DEFUELING OPERATION, 701 - 1500 GALLONS.

2.4.4.3. PERFORMS DEFUELING OPERATION, 1501 - 2200 GALLONS.

2.4.5. COMPLETES SERVICING OPERATION. Completes fuel accounting document and prepares fueler for departure.

2.4.6. RETURNS PRODUCT TO BULK:

2.4.6.1. AWAITS SERVICING.

2.4.6.2. RETURNS PRODUCT AND MONITORS FUELING EQUIPMENT.

2.4.6.3. COMPLETES DOCUMENTATION AND CONTACTS FCC.

2.5. OPERATES FUELS CONTROL CENTER (FCC):

2.5.1. RECEIVES SERVICE REQUEST. Receives request from Job Control and other authorized agency, and annotates Daily Fuels Request and Service Log (Fuels Log).

2.5.2. DISPATCHES FUELS OPERATOR. Checks control status board and determines vehicle/equipment availability, ensures operator qualification, alerts fuel operator, obtains and issues clipboard, portable radio, operator checklist, and instructs and dispatches operator to service point or bulk storage.

2.5.3. RECEIVES AND RECORDS INFORMATION. Monitors operation by communicating with operator, records information, and monitors all product movement.

2.5.4. RECEIVES AND FILES FUEL CLIPBOARD. Receives and stores fuel clipboard, portable radio, and checklist; and compares issue/defuel transaction document with Fuels Log and makes necessary correction.

2.5.5. COORDINATES OPERATOR ASSISTANCE REQUEST. Receives and coordinates operator assistance request with Base Support Agency and Fuels Management personnel, maintains contact with operator to ensure coordinated request has been complied with, resolves flightline crew delay, resolves vehicle and equipment maintenance failure, resolves personnel requirement, and other problems that develop during the fueling operation.

2.5.6. MAINTAINS RECORD OF SPECIFIC DATA. Maintains record of specific event on reverse side of Fuels Log and informs affected personnel.

2.5.7. COMPLETES TRANSACTION SUMMARY. Annotates Fuel Log from Consolidated Flightline Fuels Service Log, categorizes issue, enters total number of product issue by category, and enters delay in the Fuels Log.

2.5.8. MAINTAINS FUELS CONTROL STATUS BOARD CONSOLE AND PERSONNEL QUALIFICATION ROSTER. Receives and annotates data change, informs affected personnel, and briefs incoming shift supervisor.

2.5.9. EMBOSSES AND ISSUES AIRCRAFT FUELING IDENTAPLATE. Reviews aircraft maintenance log, embosses data on blank aircraft fueling identaplate, and coordinates and issues card to authorized customer.

2.5.10. MAINTAINS AND CONTROLS FUELS MANAGEMENT FACILITY AND EQUIPMENT KEY. Issues, receives, and controls Fuels Management facility key.

2.5.11. COORDINATES PRIORITY FUEL REQUEST.

2.5.12. MAINTAINS ROSTER. Maintains and verifies vehicle roster, organization tank roster, custodian roster, and cash sales roster.

2.5.13. MAINTAINS AND CONTROLS EQUIPMENT AND CHECKLIST. Inventories and checks condition of radio and charger, and ensures clipboard, checklist, and local operational procedure are current.

### 3. CRYOGENIC FLUID SUPPORT:

#### 3.1. INSPECTS AND MAINTAINS LIQUID OXYGEN (LOX):

3.1.1. PERFORMS DAILY INSPECTION. Reviews Technical Order (T.O.) form inspects tank for serviceability, inspects LOX site, corrects discrepancy, and completes paperwork.

3.1.2. PERFORMS PERIODIC INSPECTION (180 DAYS). Obtains needed tools, performs LOX storage area inspection IAW work card, and completes paperwork.

3.1.3. PERFORMS SPECIAL INSPECTION (360 DAYS). Obtains tool and support equipment, initiates safety procedure, performs LOX storage area inspection, purges tank IAW T.O. and work card, corrects discrepancy, completes paperwork, and stows equipment.

#### 3.2. INSPECTS AND MAINTAINS LOX TANK MAINTENANCE SUPPORT EQUIPMENT:

3.2.1. OBTAINS TOOL AND TRAVELS TO SUPPORT EQUIPMENT STORAGE AREA.

3.2.2. INSPECTS AND PERFORMS PREVENTIVE MAINTENANCE PRIOR TO USE AND DURING OPERATION IAW T.O.

3.2.3. REMOVES GAUGE, TRANSPORTS TO PMEL FOR CALIBRATION, RETURNS, AND REINSTALLS.



#### 3.2.4. COMPLETES PAPERWORK.

3.3. PERFORMS NONRECURRING MAINTENANCE. Obtains tool, travels to LOX area, troubleshoots, researches part number, obtains part, repairs or replaces part, performs functional check, performs corrosion control, and completes paperwork.

3.4. PERFORMS DAILY INVENTORY OF CRYOGENIC PRODUCT. Travels to and from cryogenic storage area, determines quantity gauge reading, prepares inventory sheet, and provides inventory status to accounting section.

3.5. RECEIVES CRYOGENIC PRODUCT. Connects hose, opens tank fill valve, receives product, monitors quantity gauge, closes tank valve, documents receipt, and product loss paperwork.

##### 3.5.1. RECEIVES LOX.

##### 3.5.2. TRAVELS TO AND FROM LOX STORAGE AREA FOR RECEIPT.

3.6. ISSUES CRYOGENIC PRODUCT. Receives storage tank maintenance form, receives cart and/or ground servicing unit maintenance form, grounds cart as required, connects hose, opens tank and cart valve, issues product, monitors quantity gauge, closes valve, performs all task as required, and completes paperwork.

##### 3.6.1. ISSUES TO LOX SERVICING CART.

##### 3.6.2. TRAVELS TO AND FROM LOX STORAGE AREA FOR ISSUE.

##### 3.6.3. PERFORMS QUALITY CONTROL. Draws lox sample for odor and purity and completes paperwork.

3.7. TRANSFERS CRYOGENIC PRODUCT. Transfers LOX or LIN from one tank to another for inspection.

#### 4. QUALITY CONTROL INSPECTION:

4.1. PERFORMS QUALITY CONTROL INSPECTION. Prepares for inspection by reviewing responsibility, current project, and program; reviews previous inspection report of the section to be inspected, IG report, and staff assistance visit report; gathers required equipment, inspects facility, equipment, organizational tank, and management procedure for safety, efficiency, and compliance with directive; evaluates personnel performance, puts away equipment, briefs supervisor, prepares route, establishes suspense, and files inspection record and report.

##### 4.1.1. PERFORMS 90/180 DAY INTERNAL INSPECTION:

###### 4.1.1.1. PERFORMS SECURITY INSPECTION.

###### 4.1.1.2. PERFORMS TRAINING INSPECTION.

###### 4.1.1.3. PERFORMS CRYOGENIC INSPECTION.

###### 4.1.1.4. PERFORMS ACCOUNTING/ADMINISTRATIVE INSPECTION.

###### 4.1.1.5. PERFORMS DISTRIBUTION INSPECTION.

###### 4.1.1.6. PERFORMS SAFETY INSPECTION.

4.1.1.7. PERFORMS BULK STORAGE INSPECTION.

4.1.2. PERFORMS EXTERNAL TANK CUSTODIAN INSPECTION.

4.1.3. PERFORMS PERSONNEL SPOT CHECK.

4.1.4. PERFORMS SPECIAL SUBJECT INSPECTION.

4.1.5. PERFORMS FOLLOW-ON INSPECTION AFTER DISCREPANCY IS CLEARED.

4.1.6. PROVIDES TECHNICAL ASSISTANCE. Briefs and provides technical assistance to supported organization.

4.1.7. MAINTAINS DANGER TAG. Identifies safety hazard, prepares danger tag and attaches to equipment or facility removed from service, annotates AFTO Form 150, computer product, and danger tag log, notifies Fuels Management office, Fuels Control Center, and Wing Safety office of tagged equipment or facility, inspects and removes danger tag upon notification that system is ready for return to service, and closes out log.

4.1.8. REPORTS MATERIAL DEFICIENCY. Identifies defective/condemned equipment, prepares quality deficiency report, forwards one copy to Equipment office of primary responsibility (OPR), receives response from OPR and follows response instruction, and files report and response.

4.2. PERFORMS POL QUALITY CONTROL TESTING:

4.2.1. DRAWS SAMPLE. Gathers required equipment, draws sample for fuel test from bulk storage, mobile distribution, hydrant distribution, aircraft sump, fuel bowser, support equipment, organizational tank, and cryogenic storage, and puts away equipment.

4.2.1.1. DRAWS SAMPLE USING IN-LINE SAMPLER.

4.2.1.2. DRAWS SAMPLE USING BACON BOMB.

4.2.1.3. DRAWS SAMPLE USING CRYOGENICS SAMPLER.

4.2.2. SHIPS SAMPLE TO AREA LABORATORY. Prepares sample and container for shipment, records sample information, inspects sample for proper amount of product, appropriate container, and cleanliness of container, prepares required form and paperwork and attaches to sample, forwards sample to transportation, records laboratory test result, files report when received from laboratory, and resamples when required.

4.2.3. PERFORMS FUEL TEST. Gathers required equipment in laboratory, performs fuel test in accordance with applicable technical publication, and records result on AFTO Form 150, or updates computer.

4.2.3.1. PERFORMS TIME FILTRATION TEST.

4.2.3.2. PERFORMS PARTICLE ASSESSMENT TEST.

4.2.3.3. PERFORMS FUEL SYSTEM ICING INHIBITOR (FSII) TEST.

4.2.3.4. PERFORMS FUELS SOLIDS DETERMINATION TEST.

4.2.3.5. PERFORMS CONDUCTIVITY ADDITIVE TEST.

4.2.3.6. PERFORMS VISUAL INSPECTION TEST.

4.2.3.7. PERFORMS FREE WATER DETERMINATION TEST (USING AERONAUTICAL ENGINEER LABORATORY (AEL)).

4.2.3.8. PERFORMS FIBER TEST.

4.2.3.9. PERFORMS SULFIDE TEST.

4.2.3.10. PERFORMS MICROSCOPIC ANALYSIS.

4.3. MAINTAINS LABORATORY EQUIPMENT:

4.3.1. CLEANS AND MAINTAINS SAMPLING EQUIPMENT. Cleans and maintains sampling equipment in accordance with applicable technical publication.

4.3.2. MAINTAINS AND ADJUSTS TEST EQUIPMENT. Performs electrical continuity testing of electrostatic ground wire connection or other test, calibrates inventory equipment, and makes minor adjustment.

4.3.3. DISPOSES OF TESTED FUEL AND CHEMICAL. Empties tested fuel and chemical into active storage or contamination container upon completion of test.

4.3.4. MAINTAINS CRASHED AIRCRAFT SAMPLING KIT. Inventories, inspects, and replenishes the kit after each use.

4.4. PERFORMS TRAVEL:

4.4.1. PERFORMS TRAVEL TO AND FROM DAILY SPOT CHECK.

4.4.2. PERFORMS TRAVEL TO AND FROM WEEKLY SAMPLE LOCATION.

4.4.3. PERFORMS TRAVEL TO AND FROM 14 DAY SAMPLING LOCATION.

4.4.4. PERFORMS TRAVEL TO AND FROM MONTHLY SAMPLE LOCATION.

4.4.5. PERFORMS TRAVEL TO AND FROM DEL/SOUR REC LOCATION.

4.4.6. PERFORMS TRAVEL TO AND FROM 90 DAY LOX LOCATION.

4.4.7. PERFORMS TRAVEL TO AND FROM QUARTERLY INSPECTION LOCATION.

4.4.8. PERFORMS TRAVEL TO AND FROM EXTERNAL INSPECTION LOCATION.

5. ACCOUNTING:

5.1. AUDITS ISSUE DOCUMENT:

5.1.1. AUDITS AF FORM 1233, BULK STORAGE SUMMARY. Receives AF Form 1233 from bulk storage for each grade of bulk fuel handled, reviews for accuracy, checks beginning and ending meter reading on AF Form 1233 against previous day meter reading, and posts AF Form 1237, Inventory (Fuels/Missile Propellants).

5.1.2. AUDITS AF FORM 1232, BULK FUEL ISSUE/DEFUEL SUMMARY, AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT (DOD), AND AF FORM 1995, FUELS ISSUE/DEFUEL DOCUMENT (NON-DOD). Receives AF Form 1232 from bulk storage, and ensures required supporting document for cash sale/reimbursable transaction is attached and proper entry made. Removes and verifies AF Forms 1994 and 1995 against AF Form 1232, records total number of transactions accomplished, tabulates net total of issue, defuel, gain, loss, and fuel handled by meter, and posts result to AF Form 1237.

5.1.2.1. AUDITS AF FORM 1232 AGAINST AF FORMS 1994/1995 OR CONSOLIDATED ISSUE FORM.

5.1.2.2. AUDITS AF FORM 1232 AGAINST AF FORM 1233.

5.1.3. AUDITS DD FORM 1348-1, DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT (FOR CRYOGENIC ISSUE ONLY). Prepares form or receives form from cryogenic storage and annotates issue quantity to AF Form 1237.

## 5.2. AUDITS RECEIPT DOCUMENT:

5.2.1. AUDITS DEFENSE FUELS SUPPLY CENTER (DFSC) FORM 21.1, SOURCE IDENTIFICATION AND ORDERING AUTHORIZATION (SIOATH) OR EQUIVALENT. Receives form from Defense Fuel Region (DFR), reviews for accuracy, and makes correction as necessary, and manually prepares DD Form 1886, SIOATH Control Record, as required.

5.2.2. AUDITS AF FORM 1231, RECORD OF RECEIPTS, DD FORM 250, MATERIAL INSPECTION AND RECEIVING REPORT, AND COMMERCIAL DELIVERY TICKET. Receives form from bulk storage, verifies AF Form 1231 against the commercial delivery ticket, reviews form for proper entry, attaches computer produced DD Forms 1348-1 to the commercial delivery ticket, annotates the AF Form 1237, separates and forwards copy of the DD Form 250 and the commercial delivery ticket to the proper organization.

5.2.3. AUDITS DD FORM 250 (FOR CRYOGENIC RECEIPT ONLY). Receives DD Form 250 and/or supplier delivery ticket from cryogenics storage, reviews form for accuracy, and posts receipt quantity to AF Form 1237.

5.2.4. AUDITS AF FORM 855, RECORD OF RECEIPTS (OF MISSILE PROPELLANTS). Receives form with shipping document from propellant storage, and checks to ensure that amount received agrees with amount shipped by contractor.

## 5.3. AUDITS INVENTORY DOCUMENT:

5.3.1. PREPARES AF FORM 1234 FOR TRANSFER TO AF FORM 1235.

5.3.2. AUDITS AF FORM 1235, PHYSICAL INVENTORY (FUELS/MISSILE PROPELLANTS). Receives AF Form 1235 for each type of fuel product, checks for accuracy, computes total, and checks Fuels-Strapping chart for conversion.

5.3.3. PREPARES/MAINTAINS AF FORM 1237, INVENTORY (FUELS/MISSILE PROPELLANTS). Manually prepares form for each fuels product, computes and records issue and receipt, computes book inventory and records physical inventory from AF Form 1235, records the gain/loss difference between the book and physical inventory and determines if a variance adjustment is necessary, forwards form to accountable officer for review, and prepares computer input.

#### 5.4. COORDINATES FOR RESUPPLY OF FUEL:

5.4.1. COORDINATES WITH SUPPLIER. Coordinates via telephone with supplier, fuel storage, and Base Supply to schedule delivery, and confirms quantity to be received, and resolves discrepancy.

5.4.2. COORDINATES WITH APPROPRIATE AGENCY. DFR, DFSC, and/or MAJCOM headquarters to resolve resupply difficulty.

5.4.3. PREPARES DD FORM 1155, ORDER FOR SUPPLIES OR SERVICES, OR EQUIVALENT FOR FUELS PRODUCT. Prepares form, coordinates with procurement office, forwards copy as required, and maintains receipt due-in file.

5.4.4. PREPARES DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT, OR EQUIVALENT FOR FORECASTING REQUIREMENT. Researches historical document, prepares form, and forwards to DFR.

#### 5.5. PREPARES REPORT. Researches, reviews, and prepares report as required by Attachment 2 to AFR 144-1.

5.5.1. PREPARES DD-A and L (A) 506 REPORT.

5.5.2. PREPARES HAF LEX (D and AR) 7108 REPORT.

5.5.3. PREPARES HAF - LEY (D & M) 8201 (D33) REPORT.

5.5.4. PREPARES LOG - SA (SA) 7150 REPORT.

5.5.5. PREPARES LOG - SA (SA) 7308 REPORT.

5.6. PERFORMS TRAVEL TO AND FROM BASE SUPPLY. Travels to deliver/pickup automated report, miscellaneous item, or DD Form 1348-1.

5.7. COMPUTES GAIN/LOSS TOLERANCE ANALYSIS. Computes gain/loss variance, formulates recommended tolerance for MAJCOM review and approval, computes monthly variance and compares to approved tolerance, and investigates and reports out of balance variance to MAJCOM.

5.8. OPERATES COMPUTER REMOTE. Operates computer remote for inputting requisition, receipt, issue, transfer, gain/loss and inventory data, performs inquiries, reverse posts, and due-in calculations.

5.9. REVIEWS COMPUTER MANAGEMENT PRODUCT. Reviews and validates daily, weekly, or monthly computer management product.

#### 5.10. MAINTAINS DOCUMENT CONTROL FILE:

5.10.1. FILES ACCOUNTING DOCUMENT. Files accounting document by preparing, stamping, and annotating folder, and retrieves file as required.

5.10.2. FORWARDS FILE TO STAGING AREA. Prepares files and forwards to staging area, and retrieves file as required.

INDIRECT: Indirect work involves tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Clean-up. See AFMS 00AA for the standard indirect description.

## STANDARD MANPOWER TABLE

WORK CENTER TITLE/CODE			STANDARD APPLICABILITY MANHOUR RANGE											
ANG LIQUID FUELS (FAC 4170) ANGMS 4170B, 162TFG, Tucson IAP, Arizona			1656.50 - 2760.84											
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
Fuels Supervisor	63170	Civ	3	4	4	4	4	5	5	5	5			
Fuels Specialist	63150	Civ	8	8	9	10	11	11	12	13	14			
TOTAL			11	12	13	14	15	16	17	18	19			
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
TOTAL														